



European Union
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Supporting Document Specimen Pack

This document contains examples of the completed supporting document forms required for each SFSY Voucher application.

Completed documents should be posted to:

Addressee Only
SFSY Connection and Innovation Vouchers Team
PO Box 598
Barnsley
S70 9EX

Specimen Documents Included

- Application Declaration section (two examples)

Example A: for a [Connection Voucher application](#)

Example B: for an [Innovation Voucher application](#)

- [De Minimis Declaration \(two examples\)](#)

Example A: for an applicant that has not previously received state aid

Example B: for an applicant that is declaring previously received state aid

- [Quotation Scoring Matrix](#)

Example A: for a connection voucher with all three required quotes

Example B: for an innovation voucher where the project total is under £24,999.00

- Copy of the original requirements document or specification used to secure the quotes and determine your preferred supplier

Example A: for a Connection Voucher

Example B: for an Innovation Voucher



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Connection Voucher Application Form

To complete your application: print this page and read and sign the declaration. Then, post this page along with your supporting documents to:

Addressee Only
SFSY Connection and Innovation Vouchers Team
PO Box 598
Barnsley
S70 9EX

Section 7: Supporting Documentation Checklist:

I enclose with my declaration:

✓ Tick

- ☒ Quotation scoring matrix
- ☒ Three original fully itemised quotes from suppliers, if you are unable to provide three, please state how many you are including here ----, if you need these returning let us know
- ☒ A copy of the original requirements document or specification used to secure the quotes and determine your preferred supplier
- ☒ De Minimis declaration
- ☒ Business Tenants only – Written approval from your landlord to proceed with the connection, if it affects the premises in any way
- ☒ Evidence to show the current speeds I am able to receive

(Applications will not be processed without all of the supporting documentation being submitted)

We recommend that you keep copies of your supporting documents for your records. The SFSY Connection and Innovation Scheme cannot accept responsibility for losses of documents in the post.



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Section 8: Declaration

Please read the declaration carefully, and sign and date below:

- ✓ Tick
- ☒ I have read and understood the full terms and conditions as detailed on the website
 - ☒ I understand that if I am offered a Connection Voucher I will need to abide by the terms and conditions
 - ☒ I confirm that my business/organisation is eligible to receive funding under the State Aid de-minimis regulation
 - ☒ I confirm that my business/organisation is eligible to receive funding as a SME
 - ☒ I understand that the Connection Voucher will only fund 50% of the cost of the connection between £1000 and £5000 (so the voucher value will be between £500 and £2500)
 - ☒ I have read and understood the Procurement Law ESIF Compliance Guidance Note (ESIF-GN-1-001), and will ensure that this is met
 - ☒ I agree to take part in activity to promote the SFSY Connection and Innovation Voucher Scheme as required, and to undertake surveys to measure the impacts of the voucher
 - ☒ I understand that any false or misleading information may lead to the claw-back of voucher funding

Neither the SFSY Connection and Innovation Voucher Scheme nor its staff can be liable for loss resulting from action taken on the basis of general information provided. This application form does not constitute any form of contract. The completion and submission of this form does not guarantee an offer of funding from the SFSY Connection and Innovation Voucher Scheme

Signed:

Full Name: SUE PURFAST

Position: DIRECTOR

Business Name: YOUR BUSINESS LTD

Date: (DD/MM/YYYY) 01/04/2017

Office Use:

Output	
P4	
C1	
C5	



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Innovation Voucher Application Form

To complete your application: print this page and read and sign the declaration. Then, post this page along with your supporting documents to:

Addressee Only
SFSY Vouchers Team
PO Box 598
Barnsley
S70 9EX

Section 7: Supporting Documentation Checklist:

I enclose with my declaration:

☒ Tick

☒ **For projects with costs totalling £24,999.00 or less:** One original fully itemised quote from your chosen supplier, if you need this returning please let us know.

OR

☐ **For projects with costs totalling more than £24,999.00:** Three original fully itemised quotes from suppliers (if you are unable to provide three, state the number you have included here -----, if you need these returning please let us know

PLUS

☒ Quotation scoring matrix

☒ A copy of the original requirements document or specification used to secure the quotes and determine your preferred supplier

☒ De Minims declaration

N/A

☐ Business Tenants only – Written approval from your landlord to proceed with the connection, if it affects the premises in any way

☒ Evidence to show the current speeds I am able to receive

(Applications will not be processed without all of the supporting documentation being submitted)

We recommend that you keep copies of your supporting documents for your records. The SFSY Connection and Innovation Scheme cannot accept responsibility for losses of documents in the post.



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Section 9: Declaration

Please read the declaration carefully, and sign and date below:

- ✓ Tick
- ☒ I have read and understood the full terms and conditions as detailed on the website
 - ☒ I understand that if I am offered an Innovation Voucher I will need to abide by the terms and conditions
 - ☒ I confirm that my business/organisation is eligible to receive funding under the State Aid de-minimis regulation
 - ☒ I confirm that my business/organisation is eligible to receive funding as a SME
 - ☒ I understand that the Innovation Voucher will only fund 50% of the cost of the innovation between £5000 and £24999 excluding VAT.
 - ☒ I have read and understood the Procurement Law ESIF Compliance Guidance Note (ESIF-GN-1-001), and will ensure that this is met
 - ☒ I agree to take part in activity to promote the SFSY Connection and Innovation Voucher Scheme as required and undertake surveys to measure the impact of the voucher
 - ☒ I confirm that my business has not previously had an Innovation Voucher, or an ICT Voucher, or similar in the past
 - ☒ I understand that any false or misleading information may lead to the claw-back of voucher funding

Neither the SFSY Connection and Innovation Voucher Scheme nor its staff can be liable for loss resulting from action taken on the basis of general information provided. This application form does not constitute any form of contract. The completion and submission of this form does not guarantee an offer of funding from the SFSY Connection and Innovation Voucher Scheme

Signed: 

Full Name: **SUE PURFAST**

Position: **DIRECTOR**

Business Name: **YOUR BUSINESS LTD**

Date: (DD/MM/YYYY) **01/04/2017**

Office Use:

Output	
P4	
C1	
C5	

De Minimis Declaration – Example A



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Statement of Previous Aid Received Under the De Minimis Exemption

I acknowledge receipt of notification from the Department of Communities and Local Government that it intends to grant De Minimis aid to [NAME OF UNDERTAKING] YOUR BUSINESS LTD

I confirm that the financial year of [NAME OF UNDERTAKING] YOUR BUSINESS LTD runs from 01/01 to 31/12

I further confirm that [NAME OF UNDERTAKING] YOUR BUSINESS LTD has received the following De Minimis aid during this financial year [INSERT RELEVANT DATES] 01/01/17-31/12/17 and the previous two fiscal years (ie [INSERT RELEVANT DATES]) 01/01/15-31/12/15, 01/01/16-31/12/16

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

I warrant that I am authorised to sign on behalf of [NAME OF UNDERTAKING] YOUR BUSINESS LTD

and I confirm that I understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013).

I acknowledge that if [NAME OF UNDERTAKING] YOUR BUSINESS LTD fails to meet the eligibility requirements, [NAME OF UNDERTAKING] YOUR BUSINESS LTD may become liable to repay the full value of the assistance provided.

The information set out above is accurate for the purposes of the De Minimis exemption.

SIGNATURE:

NAME:

SUE PURFAST

BUSINESS:

YOUR BUSINESS LTD

POSITION:

DIRECTOR

DATE:

01/04/2017

De Minimis Declaration – Example B



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Statement of Previous Aid Received Under the De Minimis Exemption

I acknowledge receipt of notification from the Department of Communities and Local Government that it intends to grant De Minimis aid to [NAME OF UNDERTAKING] YOUR BUSINESS LTD

I confirm that the financial year of [NAME OF UNDERTAKING] YOUR BUSINESS LTD runs from 01/01 to 31/12

I further confirm that [NAME OF UNDERTAKING] YOUR BUSINESS LTD has received the following De Minimis aid during this financial year [INSERT RELEVANT DATES] 01/01/17-31/12/17 and the previous two fiscal years (ie [INSERT RELEVANT DATES]) 01/01/15-31/12/15, 01/01/16-31/12/16

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance
<u>DEPARTMENT OF DIGITAL DEVELOPMENT</u>	<u>£5,000.00</u>	<u>01/04/16</u>	<u>WEBSITE DEVELOPMENT</u>

I warrant that I am authorised to sign on behalf of [NAME OF UNDERTAKING] YOUR BUSINESS LTD

and I confirm that I understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013).

I acknowledge that if [NAME OF UNDERTAKING] YOUR BUSINESS LTD fails to meet the eligibility requirements, [NAME OF UNDERTAKING] YOUR BUSINESS LTD may become liable to repay the full value of the assistance provided.

The information set out above is accurate for the purposes of the De Minimis exemption.

SIGNATURE: SP

NAME: SUE PURFAST

BUSINESS: YOUR BUSINESS LTD

POSITION: DIRECTOR

DATE: 01/04/2017

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Quotation Scoring Matrix

Company Name: YOUR BUSINESS LTD

Date: 01/04/2017

Please complete the matrix below based on the three quotations you have received. Provide a score that reflects your views on: the quality of the offer from the supplier, the value for money the quotation represents, using the scale below:

1 – Unacceptable, 2 – Below average, 3 – Average, 4 – Good, 5 – Excellent

Quotation	Supplier	Type of connection or innovation	Total cost excluding VAT	Value for Money Score	Quality Score	Total Score (add both scores together)
1	ABC BROADBAND	LEASED LINE	£3,500.00	5	5	10
2	XYZ COMMUNICATIONS	LEASED LINE	£5,000.00	3	4	7
3	123 NETWORKS	LEASED LINE	£4,200.00	4	4	8

Our chosen supplier is: ABC BROADBAND

Signed: [Signature]



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Please Note:

1. Where quotations receive the same total score, please justify your final choice in the box below.
2. If you decide not to choose the cheapest quote, please justify your reasons in the box below.
3. If you have fewer than 3 quotes, please justify your reasoning and provide evidence to back this up.

N/A, CHEAPEST QUOTE CHOSEN

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Quotation Scoring Matrix

Company Name: YOUR BUSINESS LTD

Date: 01/06/2017

Please complete the matrix below based on the three quotations you have received. Provide a score that reflects your views on: the quality of the offer from the supplier, the value for money the quotation represents, using the scale below:

1 – Unacceptable, 2 – Below average, 3 – Average, 4 – Good, 5 – Excellent

Quotation	Supplier	Type of connection or innovation	Total cost excluding VAT	Value for Money Score	Quality Score	Total Score (add both scores together)
1	789 SOLUTIONS	E-COMMERCE WEBSITE	£15,000.00	5	5	10
2						
3						

Our chosen supplier is: 789 SOLUTIONS

Signed: [Signature]



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Please Note:

1. Where quotations receive the same total score, please justify your final choice in the box below.
2. If you decide not to choose the cheapest quote, please justify your reasons in the box below.
3. If you have fewer than 3 quotes, please justify your reasoning and provide evidence to back this up.

N/A, TOTAL PROJECT COST UNDER £24,999.00

Your Business

Your Business Ltd
123 Fake Street
Rotherfield
S7X 1BC
01234 567890
enquiries@your-biz.biz
<http://www.your-biz.biz>

20th March 2017

To whom it may concern,

We are looking to upgrade the internet connection at our head office (given in letterhead) from the current ADSL to a 30Mbps uncontended leased line, could you please provide a quote meeting this specification?

Yours sincerely,

Sue Purfast

Director
Your Business Ltd

Your Business

Your Business Ltd
123 Fake Street
Rotherfield
S7X 1BC
01234 567890
enquiries@your-biz.biz
<http://www.your-biz.biz>

20th March 2017

To whom it may concern,

We are sourcing quotes for a new ecommerce-enabled website that will:

- Allow existing customers to order online directly
- Allow existing customers to manage their account easily
- Allow new customers to quickly and easily register an account
- Analyse the business needs of new customers to and tailor the storefront (featured items etc.) to the sector and scale of their business
- Provide us with real-time analytics of the browsing and purchasing habits of our customers, to be used when considering future developments of our range of products and services
- Integrate with our stock-management system

If you could please provide a quote for your solution that would meet this specification, that would be appreciated.

Yours sincerely,

Sue Purfast
Director
Your Business Ltd
